

# **Bugle Call Battalion/Brigade Change of Command Ceremony Rehearsal Package**

## **Instructions**

This rehearsal package is designed to make music available for unit change of command ceremony rehearsals. You will need a computer with a CD-R/CD-RW drive in order to make the CD. These instructions assume at least a working knowledge of Windows. This can be done using Windows Media Player (which should be on all Government computers), and was tested using Windows Media Player 10. This assumes that your computer has a CD-RW drive (at a minimum). If you have an older version of the Media Player, check with your IASO for assistance.

To make your rehearsal CD, please follow these directions:

1. Open up the .zip file using Winzip or PKZip or a similar program.
2. Extract all the .mp3 audio files from the .zip archive into a temporary directory on your computer's hard disk drive (probably My Documents\CDorder). The files are numbered, so they should stay in the correct order.
3. Insert a CD-R blank in the drive.
4. Open the folder containing the ceremony music.
  - a. Select all files (click, then CNTL-A will select all files in the folder), then right-click and select the *Add to Playlist* option. Click the New button and create a playlist named **Ceremonial Music**. This will open Windows Media Player.
  - b. Select **Burn** from the tabs, then select **Edit Playlist**. Add all tracks (one at a time) to the Burn list. The final track (23 BN-BDE CoC Iron Soldier-Army Song) may show up on top of the list, add that track last. Click **OK**.
  - c. Click **Start Burn** from the options at the top of the screen (below the tabs). The program will convert the files and burn them (in the proper order) on to your CD-R.

If you plan to use a media player other than Windows Media Player, follow the instructions for creating a burn list for that program.

For brigade level or higher ceremonies, Honors for General Officers is included in this rehearsal package. Honors are only appropriate if the Reviewing Officer for the ceremony is a General Officer. It is inappropriate to play Honors for non-General Officers. The default Honors included is 2-star Honors for the Commanding General. If a different number of Ruffles and Flourishes are needed for your ceremony, contact the Division Band for the appropriate one. See the instructions (below) for more information.

Once you have your completed CD, you are ready to use it for rehearsals. If it is necessary to use a tape for rehearsal instead, use most any boom box with both a CD player and tape recorder to copy the CD to the tape.

The tracks are to be played in sequential order, and coincide with the ceremony sequence of events. The bugle calls (except for Adjutant's Call) all have short notes or stingers at the ends. These stingers are designed as commands of execution for whatever command that the bugle call represents. Each track is self-contained (except

for Officer's Call and its associated movement music). The player should be stopped or paused after each track until it is time to play the next track, except as specifically outlined below.

## **Ceremony Sequence of Events (and where the music fits in)**

### Pre-Ceremony Music

There is no pre-ceremony music included in the rehearsal package. The band will play this music before the actual ceremony.

### Welcome/Flower Presentation/Invocation etc.

This includes the history of ceremonies, introduction of honored guests, flower presentations to the spouses of the incoming and outgoing commanders, and the Invocation by the Chaplain.

Attention – After all the initial narrations/presentations are complete, the Adjutant will direct **'Sound Attention'** to officially begin the ceremony. **Play Track 1 (Attention).**

Adjutant's Call – Once the command is at the position of attention, the Adjutant directs **'Sound Adjutant's Call'**. **Play Track 2 (Adjutant's Call).**

Sound Off – The Adjutant will now direct 'Sound Off'.

There is no Sound Off music included in the rehearsal package. The Sound Off is a maneuver that concerns the band only.

Attention – After the Sound Off is complete, the Adjutant will direct **'Sound Attention'** to prepare the command to be turned over to the Commander of Troops. **Play Track 3 (Attention).**

Present Arms – Once the Commander of Troops and his staff have taken their place on the field, the Adjutant directs **'Sound Present Arms'**. **Play Track 4 (Present Arms).**

Order Arms – The Adjutant now takes his post with the staff after exchanging salutes with the Commander of Troops. The Commander of Troops now directs **'Sound Order Arms'**. **Play Track 5 (Order Arms).**

Present Arms – Once the Reviewing Officer takes his place of the field, the Commander of Troops directs **'Sound Present Arms'**. **Play Track 6 (Present Arms).**

Honors To The Reviewing Officer – If Honors to the Reviewing Officer is appropriate for your ceremony, this is the place for it. Once the command is at present arms, and the detachment is at present arms, the Commander of Troops will salute. **That is the cue to play Track 7 (BG) or Track 8 (MG) (Honors).** If Honors is not appropriate for your ceremony, then **SKIP Tracks 7-8 (Honors).** DO NOT PLAY HONORS IF THE REVIEWING OFFICER IS NOT A GENERAL OFFICER.

Order Arms/Parade Rest – Once the Commander of Troops and the Reviewing Officer exchange salutes, the Commander of Troops directs **'Sound Order Arms and Parade Rest'**. **Play Track 9 (Order Arms) and Track 10 (Parade Rest).**

Inspection (trooping the line) – The Reviewing Officer and the Incoming Commander will march out onto the field to meet the Commander of Troops. They will then troop the line and return to their positions.

There is no inspection music included in the rehearsal package. The band will play music for the reviewing party to march to at the actual ceremony.

Attention – Once the inspection is complete, and the inspecting parties are back in position, the Commander of Troops will direct ‘**Sound Attention**’. **Play Track 11 (Attention)**.

Officer’s Call – Once the command is at attention, the Commander of Troops directs ‘**Sound Officers and Colors Center March**’. **Play Track 12 (Officer’s Call)**, and **pause the player after the stinger**. There are two stingers (commands of execution) at the end of Officer’s Call – actually one at the end of Track 12 (Officer’s Call), and one at the beginning of Track 13 (You’re A Grand Old Flag). The first one is the same as the command ‘Center’ of ‘Officers and Colors, Center, March’ – the Staff face right, the unit commanders and colors face center, and the color guard comes forward 8 steps or so.

You’re A Grand Old Flag (Officers and Colors Forward) – Once the above movements happen, (the staff, the commanders, and the color guard), **play Track 13 (You’re A Grand Old Flag)**. The second stinger is the same as the command ‘March’ – all parties step off. Once the Commander of Troops has brought the detachment to its forward position and halted, **stop the music**.

This music is included for use in marching all parties to their respective posts. The band will play this same music for the actual ceremony.

Present Arms – After the narrator asks everyone present to rise for Honors to the Nation (National Anthem), the Commander of Troops directs ‘Sound Present Arms’. **Play Track 14 (Present Arms)**.

#### National Anthem

The National Anthem is included in the rehearsal package, but should NOT be used for rehearsals. ***It is inappropriate to play the National Anthem in a public setting for anything other than actual Honors to the Nation in an actual ceremony.*** For rehearsal purposes, a verbal placeholder will suffice. If this CD is used for an actual ceremony, the German and American anthems are Track 15.

Order Arms/Parade Rest – After the National Anthem is complete, the Commander of Troops directs ‘**Sound Order Arms and Parade Rest**’. **Play Track 16 (Order Arms) and Track 17 (Parade Rest)**.

#### Change of Command and Remarks

Attention – Following the Change of Command ceremony and remarks, the Commander of Troops directs ‘**Sound Attention**’ to prepare the command for Officers and colors to return to their original posts. **Play Track 18 (Attention)**.

Officer’s Call – Once the command is at attention, the Commander of Troops directs ‘**Sound Colors Post March**’. **Play Track 19 (Officer’s Call)**, and **pause the player after the stinger**. Again, there are two stingers (commands of execution) at the end of Officer’s Call – actually one at the end of Track 17 (Officer’s Call), and one at the beginning of Track 18 (Stars and Stripes Forever). The first one is the same as the command ‘Post’ of ‘Detachment, Post, March’ – the Staff face left, the unit commanders and colors face about, and the color guard reverses. The second stinger is the same as the command ‘March’ – all parties step off.

Stars and Stripes Forever (Officers and Colors Back) – Once the above movements happen, (the staff, the commanders, and the color guard), **play Track 20 (Grandioso Stars and Stripes Forever)**. The second stinger is the same as the command 'March' – all parties step off. Once all parties have returned to their posts and halted, **stop the music**.

This music is included for use in marching all parties back to their respective posts. The band will play this same music for the actual ceremony.

Pass-In-Review – Following the return of the commanders and colors to their posts with their units, the Reviewing Officer will direct '**Pass-In-Review**'. The Commander of Troops will then echo '**Sound Pass-In-Review**'. **Play Track 21 (PIR)**. On the stinger, the band moves into position (if necessary). The first unit commander and his colors will face right and wait for the band to move into position. The first unit commander will then command 'Right Turn, (Drum Major echoes "Forward), March'. That is the cue to **play Track 22 (Pass-In-Review March)**.

Approximately 8 minutes of marching music is included for use in marching all parties through the Pass-In-Review. The band will play similar music for the actual ceremony. A bass drummer may be available for the final dress rehearsal, dependent upon the level of the ceremony.

Iron Soldier March/Army Song – At the end of the Pass-In-Review – once all units have passed the reviewing stand, the narrator will ask everyone to rise for the playing of the Iron Soldier March and the Army Song. If needed, play **Track 23 (Iron Soldier/Army Song)**.

This music is included for use if desired.